

APPLICATION FOR FIRST AID AWARDS (FAA) APPROVED CENTRE REGISTRATION



Awards House, 10 Central Treviscoe
St Austell, Cornwall, PL26 7QW

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EMAIL enquiries@firstaidawards.com
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CENTRE INFORMATION

Name of Company/Organisation

Address (for all correspondence)

Accounts address (if different to above)

Telephone number/s

Website address

Company type (please select) Sole Trader/Partnership Limited Company/PLC Local Authority/Charity

Company registration number (if applicable)

If Sole Trader/Partnership, please enter Proprietor/s names

Name of the Centre Head (the person with overall responsibility for the Centre)

Centre Head email address (for FAA communication including the FAA Newsletter)

Name of the Examinations Officer/s (responsible for submitting certification claims)

Name of the accounts contact and email address (if different to above)

Day-to-day contact and email address (if this will not be the Centre Head)



Are you an Approved Centre for any other recognised Awarding Organisation?

Yes

No

If yes, please detail the Awarding Organisation/s ...

Have you ever been refused approval by a recognised Awarding Organisation, had direct claims status or Centre approval removed for any qualification or sector, or been deregistered as an approved Centre?

Yes

No

If yes, please detail including the name of the Awarding Organisation/s.

Please indicate your reason/s for wanting to register with FAA as an FAA approved Centre.

Approximately how many learners has your organisation trained in the last 12 months?

Please provide brief details of your organisational structure relating to qualification delivery or alternatively an organisational chart can be attached.



FAA QUALIFICATION APPLICATION

FAA are an Awarding Organisation regulated by Ofqual and SQA Accreditation and FAA qualifications sit on the Regulated Qualifications Framework (RQF) and the Scottish Credit and Qualifications Framework (SCQF).

Below is a list of FAA qualifications with the level rating for each Regulator. You can view the Qualification Specification by clicking on the relevant qualification.

Please indicate the qualifications you would like to deliver under the relevant Regulatory Body i.e. Ofqual or SQA Accreditation.

	RQF Level	SCQF Level
ANAPHYLAXIS		
Immediate Management of Anaphylaxis	3 <input type="checkbox"/>	6 <input type="checkbox"/>
DEFIBRILLATION		
Basic Life Support and Safe Use of an Automated External Defibrillator	2 <input type="checkbox"/>	5 <input type="checkbox"/>
Cardiopulmonary Resuscitation and Automated External Defibrillation	2 <input type="checkbox"/>	5 <input type="checkbox"/>
FIRE SAFETY		
Fire Safety Awareness	1 <input type="checkbox"/>	4 <input type="checkbox"/>
Fire Safety	2 <input type="checkbox"/>	5 <input type="checkbox"/>
FIRST AID		
Activity First Aid	3 <input type="checkbox"/>	6 <input type="checkbox"/>
Basic Life Support	2 <input type="checkbox"/>	
Emergency First Aid at Work	3 <input type="checkbox"/>	6 <input type="checkbox"/>
Emergency Paediatric First Aid	3 <input type="checkbox"/>	6 <input type="checkbox"/>
First Aid at Work	3 <input type="checkbox"/>	6 <input type="checkbox"/>
First Aid Risk Assessment - Principles and Practice	2 <input type="checkbox"/>	5 <input type="checkbox"/>
Forestry First Aid	3 <input type="checkbox"/>	
Outdoor First Aid	3 <input type="checkbox"/>	
Paediatric First Aid	3 <input type="checkbox"/>	6 <input type="checkbox"/>
Student First Aid	2 <input type="checkbox"/>	
FIRST AID FOR MENTAL HEALTH		
Awareness of First Aid for Mental Health	1 <input type="checkbox"/>	4 <input type="checkbox"/>
First Aid for Mental Health	2 <input type="checkbox"/>	5 <input type="checkbox"/>
Supervising/Leading First Aid for Mental Health	3 <input type="checkbox"/>	6 <input type="checkbox"/>
FOOD SAFETY		
Food Safety in Catering	2 <input type="checkbox"/>	5 <input type="checkbox"/>
GOOD NUTRITION		
Good Nutrition	2 <input type="checkbox"/>	
HEALTH AND SAFETY		
Health and Safety in the Workplace	1 <input type="checkbox"/>	4 <input type="checkbox"/>
Health and Safety in the Workplace	2 <input type="checkbox"/>	5 <input type="checkbox"/>



RQF Level SCQF Level

MANUAL HANDLING

[Manual Handling - Principles and Practice](#)

2 5

OXYGEN THERAPY

[Oxygen Therapy Administration](#)

3 6

SAFEGUARDING

[Principles of Safeguarding and Protecting Children, Young People or Vulnerable Adults](#)

3

NON-REGULATED/IN-HOUSE COURSES AND CERTIFICATION

Will the Centre be delivering and issuing non-regulated/in-house courses and certification?

Yes

No

If yes, please detail:



TRAINER/ASSESSOR REGISTRATION

A Trainer/Assessor must be preapproved and registered by FAA on FAAPlus before undertaking the delivery and assessment of FAA qualifications on behalf of the Centre. Centres are not permitted to use an unregistered Trainer/Assessor.

All Trainer/Assessor qualification/competency evidence is required on Centre approval application.

FAA will confirm Trainer/Assessor registration as part of the Centre approval process and upload the documentation to FAAPlus.

After Centre registration, additional Trainer/Assessors can be registered by uploading qualification and competence evidence to FAAPlus for FAA approval and registration.

TRAINER/ASSESSOR QUALIFICATION REQUIREMENTS

The table below details Trainer/Assessor qualification requirements.

Teaching and assessing qualifications

Guidance on accepted teaching and assessing qualifications can be found in Appendix 2 of [The Assessment Principles for Regulated First Aid Qualifications](#). This is not a definitive list and other qualifications may be acceptable.

Some FAA qualifications do not require a Trainer/Assessor to hold an assessing qualification, but it is best practice for a Trainer/Assessor to hold a formal (regulated) assessing qualification or have attended Assessor CPD training with an Awarding Organisation.

Subject knowledge

By clicking on the relevant link under 'Subject knowledge', information is given about supporting qualifications required.

First aid teaching log/monitoring report

Following the Assessment Principles for Regulated First Aid Qualifications, to be able to teach and assess first aid and related qualifications a Trainer/Assessor must evidence competency by:

Providing an acceptable log of teaching/assessing first aid within the last 3 years

A Trainer/Assessor should have delivered/assessed one First Aid at Work qualification within the last 6 months and 36 hours overall (6 x 6-hour days) of teaching/assessing first aid within the last 3 years.

OR

Providing an acceptable record of competently teaching/assessing theoretical and practical first aid sessions under the supervision of a suitably qualified Trainer/Assessor

A Trainer/Assessor should hold a record of an observation conducted within the previous 12 months, during which practical and theoretical topics were delivered/assessed competently for the following minimum duration:

New Trainer/Assessors – 6 hours (full day)

Experienced Trainer/Assessors – 4 hours



	Teaching qualification required	Assessing qualification required	Subject knowledge requirements	Teaching/assessing log or monitoring report required
Anaphylaxis	✓	✓	link	✓
Defibrillation	✓	✓	link	✓
Fire Safety	✓	X	link	X
First Aid	✓	✓	link	✓
Additional requirements for:				
<i>Forestry First Aid</i>	✓	✓	link	✓
<i>Outdoor First Aid</i>	✓	✓	link	✓
First Aid for Mental Health	✓	X	link	X
Food Safety	✓	X	link	X
Good Nutrition	✓	X	link	X
Health & Safety	✓	X	link	X
Manual Handling	✓	X	link	X
Oxygen Therapy	✓	✓	link	✓
Safeguarding	✓	X	link	X



INTERNAL QUALITY ASSURANCE (IQA) PERSONNEL REGISTRATION

To be compliant a Centre must register at least one qualified IQA. All qualifications that you have applied to deliver must be covered for internal quality assurance by having qualified IQA personnel.

A registered Trainer/Assessor can undertake internal quality assurance at the Centre if qualified to do so, but it must be taken into consideration that an IQA cannot deliver/assess and quality assure the same course due to conflict of interest.

An IQA must be preapproved and registered by FAA on FAAPlus before undertaking the quality assurance of FAA qualifications on behalf of the Centre. Centres are not permitted to use an unregistered IQA.

All qualification/competency evidence is required by FAA on application.

FAA will confirm IQA registration as part of the Centre approval process and upload the documentation to FAAPlus.

After Centre registration, additional IQAs can be registered by uploading qualification and competence evidence to FAAPlus for FAA approval and registration.

INTERNAL QUALITY ASSURER QUALIFICATION REQUIREMENTS

An IQA must hold:

An accepted [IQA qualification](#) – please refer to Appendix 3.

Occupational knowledge and competence for the qualifications they are quality assuring. Please follow the links below which give examples of accepted qualifications.

Internal Quality Assurance personnel should have knowledge and understanding of the role of assessors. Many IQAs will have an assessing qualification as a prerequisite for their IQA qualification.

Occupational knowledge requirements

Anaphylaxis	link
Defibrillation	link
Fire Safety	link
First Aid	link
Additional requirements for:	
Forestry First Aid	link
First Aid for Mental Health	link
Food Safety	link
Good Nutrition	link
Health & Safety	link
Manual Handling	link
Oxygen Therapy	link
Safeguarding	link

RESOURCES

A Centre must maintain systems and resources and have the necessary levels of managerial, financial, technical and staffing resources to support the effective and efficient administration, delivery, assessment and internal quality assurance of FAA qualifications. The full range of relevant and current equipment required for the delivery and assessment of qualifications must be supplied.

INFORMATION TECHNOLOGY

Centres must have appropriate IT resources and back-up facilities to ensure that all course and learner information is securely stored, and records are maintained according to the FAA GDPR Contract.

TRAINING RESOURCES

A Centre must ensure they have the required resources to effectively deliver and assess FAA qualifications. [The First Aid Awarding Organisation Forum](#) outlines the resources required when awarding regulated first aid qualifications:

Resuscitation manikins	Should be provided at a minimum ratio of 1 manikin per 4 learners. For paediatric first aid, 1 child manikin per 4 learners and 1 baby manikin per 4 learners should also be provided.
Hygiene	Sufficient procedures must be in place to ensure hygiene during the use of resuscitation manikins and other training equipment.
AV equipment and training aids	Sufficient audio-visual equipment and training aids should be available to facilitate learning using varying teaching methods.
Learning materials	Learners should be provided with clear and accurate reference books/handouts covering the topics included in the qualification. Learners should have access to these reference materials for the validity of their certification.
AED Trainers	For qualifications that include training in the use of an AED, at least one AED trainer should be available per 4 learners. Where fewer AED trainers are provided, learning hours/lesson plans should be adjusted accordingly to ensure learners are not disadvantaged.
Bandages and dressings	Sufficient clean bandages, dressings and other items commonly found in a first aid kit must be available to facilitate training and assessment.
Training venue	The training venue must meet acceptable health and safety standards and be conducive to learning, with sufficient: size, floor surfaces, seating, writing surfaces, toilet facilities, ventilation, lighting, heating, access, exits, cleanliness, absence of distracting noise.

Some of the above requirements such as AV equipment and training aids, learning materials and training venues, apply to all FAA qualifications.

Additional resources are required for some qualifications. As examples, the FAA Award in Outdoor First Aid needs items for improvisation and training adrenaline auto-injectors are required at a ratio of 1 per 4 learners for the FAA Award in Paediatric First Aid qualification.

Centre resources are checked during external quality assurance visits.

Please tick to confirm that the Centre has all required resources to support the administration, delivery, assessment and internal quality assurance of the FAA qualifications applied for.

If you do not have all required resources, please detail below:



FAA CENTRE AGREEMENT

FAA are required by the Regulators to have a written and enforceable agreement with an FAA Centre.

The FAA Centre Agreement can be found [here](#). Please read the agreement fully, complete the declaration on the last page and return with your application.

On approval, the requirements stated in the FAA Centre Manual, FAA policies and procedures, FAA Terms & Conditions and additional published documentation such as the FAA Qualification Specifications form part of the Centre Agreement.

FAA GDPR CONTRACT

Under GDPR FAA is required to have a written contract with Centres which includes details on how a learner's data is to be collected, stored, processed and disposed of. The FAA GDPR Contract can be found [here](#). Please read fully, complete the declaration on the last page and return with your application.

FAA PRICING POLICY

Please click [here](#) to view the FAA Pricing Policy.

Unless a Centre has a credit account, payment for all goods and services must be made beforehand.

To apply for a credit account please complete the application form which can be found [here](#) and see the [FAA Invoicing Policy](#).

FAA EXTERNAL QUALITY ASSURANCE (EQA) CENTRE VISIT

It is a quality assurance requirement that FAA Centres have an external quality assurance visit within 3 months of registration. For FAA Centres offering SQA Accreditation accredited qualifications, the visit must take place before awarding any SQA Accreditation certification.

The fee for the initial EQA Centre visit is included in the Centre registration fee.

CENTRE POLICIES

Please include the following Centre policies with your application:

- Appeals ([FAA Appeals Policy](#))
- Complaints ([FAA Complaints and Enquiries Policy](#))
- Data Protection
- Equal Opportunities ([FAA Equal Opportunities Policy](#))
- Health & Safety
- Maladministration and Malpractice ([FAA Maladministration and Malpractice Policy](#))
- Public Liability Insurance

Centre policies should follow the requirements of the FAA policies where relevant (see the links above).

A Centre is required to have an Internal Quality Assurance Policy which will be checked during the EQA Centre visit.

DECLARATION

- I confirm that all information given is accurate
- I understand and acknowledge that on approval the Centre and Centre personnel must adhere to all FAA requirements as stated in the FAA Centre Agreement, the FAA Centre Manual, FAA Policies and procedures, FAA Terms & Conditions and other published documentation such as the FAA Qualification Specifications
- I accept that failure to comply with FAA requirements may lead to suspension or removal of Centre approval status following the [FAA Sanctions Policy](#)
- I confirm that the Centre will adhere to the FAA GDPR Contract

Signed on behalf of the Centre:

Signature* Date

Position

* A typed name is acceptable if completing the form electronically.



DOCUMENTATION CHECKLIST

Please ensure that all sections of the Application Form have been completed and the following documentation is included to enable the processing of your Centre application:

	Returned?
FAA Centre Application Form	<input type="checkbox"/>
FAA Credit Application Form (if applying for a credit account)	<input type="checkbox"/>
FAA Centre Agreement	<input type="checkbox"/>
FAA GDPR Contract	<input type="checkbox"/>
Appeals Policy	<input type="checkbox"/>
Complaints Policy	<input type="checkbox"/>
Data Protection Policy	<input type="checkbox"/>
Equal Opportunities Policy	<input type="checkbox"/>
Health & Safety Policy	<input type="checkbox"/>
Maladministration and Malpractice Policy	<input type="checkbox"/>
Public Liability Insurance Policy	<input type="checkbox"/>
Trainer/Assessor qualification evidence	<input type="checkbox"/>
IQA qualification evidence	<input type="checkbox"/>

The application can be returned by email to enquiries@firstaidawards.com or by post to First Aid Awards Limited, Awards House, 10 Central Treviscoe, St. Austell, Cornwall PL26 7QW.

PRIVACY NOTICE

First Aid Awards (FAA) will only collect, process and store personal data for the purpose of the administration and award of FAA qualifications. FAA will not use the personal data for any other purpose or disclose the personal data to any other person or organisation outside of this purpose. For detailed information on how personal data is stored and processed please visit www.firstaidawards.com/about/policies and view FAA's Data Protection Policy or email enquiries@firstaidawards.com should you have any questions.